

2011 MAG DESIGN ASSISTANCE PROGRAM GUIDEBOOK



Design Assistance Program

The MAG Design Assistance Program was initiated in 1996 to encourage the development of designs for pedestrian facilities according to the MAG *Pedestrian Policies and Design Guidelines*. The intent of the program has been to stimulate integration of facilities into the planning and design of all types of infrastructure and development. In 2006, MAG initiated the Bicycle Facilities Design program encouraging MAG members and private sector professionals involved in transportation and land use design to utilize the *AASHTO Guide for the Development of Bicycle Facilities*.

Both bicycle and pedestrian projects consider the needs of seniors according to the *Federal Highway Administration: Guidelines and Recommendations To Accommodate Older Drivers and Pedestrians*.

All reference documents can be found on the MAG web site.

Project Eligibility

All projects designed within the MAG Design Assistance Program are using federal funds and therefore are required to be constructed. If a project is not constructed, the federal design funds must be paid back. Under Federal Highway Administration guidance, the jurisdiction needs to show demonstrable progress towards construction within five years of final design. The city or town manager or a designated representative of the jurisdiction is required to sign off on this application for federal design funding. If Federal funds are used to construct the project, jurisdictions must engage in the NEPA process prior to 30% design.

All projects submitted are required to satisfy the most recent eligibility requirements outlined under official Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The most recent Interim Program Guidance, to date, was released on October 31, 2006.

VII. PROJECT ELIGIBILITY PROVISIONS

D. Eligible Projects and Programs

1. Transportation Control Measures (TCMs)

- x. programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas.
- xv. programs for new construction and major reconstruction of paths, tracks, or areas solely for the use by pedestrian or other non-motorized means of transportation.

Eligible Design Projects:

- Facility Design up to 95% design
- Design Concept Report
- Preliminary engineering and project planning studies

Available Funding

There is \$300,000 available for the 2011 Design Assistance Program.

Schedule

A schedule of major activities for this round of design assistance funding is presented in the table below.

DATE	EVENT
August 23, 2010	Applications are requested from member agencies – MAG Management Committee, MAG Bicycle and Pedestrian Committees, MAG Street Committee, MAG Transportation Review Committee.
Thursday September 23, 2010 10:00am	Applications (25 total copies) are due to MAG. <i>No late applications are accepted, and no fax or electronic copies will be accepted.</i>
September 27-October 18, 2010	Committee review period of applications.
Tuesday October 19, 2010 1:30 p.m. Cholla Room	Bicycle and Pedestrian Committee evaluates and recommends applications for funding.
Thursday October 28, 2010 10:00 am	Transportation Review Committee recommendation.
Wednesday November 10, 2010 noon	Management Committee recommendation.
Monday November 15, 2010 noon	Executive Committee action. The final selection of projects to receive Design Assistance is made by the Executive Committee, and the decision of the Executive Committee is final.
December 2010	Applicants select consultants from on-call list.
January 2011	Develop contract scopes and sign contracts.
February 2011	Initiate contracts.

Program Focus

Projects using design assistance funds shall focus on developing plans and/or schematic designs and specifications for areas typically found throughout the MAG region.

The *Pedestrian Policies and Design Guidelines* are a source of information and design assistance to support walking as an alternative transportation mode. Through application of the policies and design guidance in the document, jurisdictions, neighborhoods, land planners, and other entities will be able to better recognize opportunities to enhance the built environment for pedestrians and better create and redevelop pedestrian areas throughout the region. They accomplish this by providing guidelines to make all facilities safe and comfortable:

- Walkway Width
- Walkway Separation from Traffic
- Intersections
- Adjacent Roadway Width
- Traffic Calming Techniques
- Walkway Character
- Walkway Furnishings
- Walkway Shade
- Parking
- Lighting
- Signs
- Bicycle and Transit Access

This comprehensive manual of pedestrian policies and facility design creates a regional standard that can be used by community groups, planners and design professionals.

The *AASHTO Guide for the Development of Bicycle Facilities* was prepared by the American Association of State Highway and Transportation Officials. Increasingly, transportation officials throughout the United States are recognizing the bicycle as a viable transportation mode. The number of people using bicycles for commuting and other travel purposes has been increasing since the early 1970s. Nationwide, people are recognizing the energy efficiency, cost effectiveness, health benefits and environmental advantages of bicycling. Local, state and federal agencies are responding to the increased use of bicycles by implementing a wide variety of bicycle-related projects and programs. The emphasis now being placed on bicycle transportation requires an understanding of bicycles, bicyclists and bicycle facilities. This manual addresses these issues and clarifies the elements needed to make bicycling a viable transportation alternative. All streets, except those where cyclists are legally prohibited, should be designed and constructed under the assumption that they will be used by cyclists. Therefore, bicycles should be considered in all phases of transportation planning, new roadway design, roadway reconstruction, and capacity improvement and transit projects.

Chapter 1 provides an overview of planning considerations for bicycles, a discussion of types of facility improvements and a description of factors to consider when locating a facility. Chapter 2, which is organized around the various types of bicycle facilities, provides guidelines to follow when constructing or improving highways and designing and constructing bicycle facilities. Chapter 3 provides recommendations for the operation and maintenance of bicycle facilities. The Appendix reviews the legal status of bicycles under the Uniform Vehicle Code (UVC 3).

Bicycle and pedestrian facilities in this program must also consider the needs of the elderly and refer to the *Federal Highway Administration: Guidelines and Recommendations To Accommodate Older Drivers and Pedestrians*.

Match Requirement

Any MAG member can submit a project for the design assistance program. No match, other than staff time and data necessary to complete the project, is required. However, because the funding source for this program is Congestion Mitigation and Air Quality (CMAQ) Funds, projects awarded must be in the non-attainment area. The non-attainment area generally coincides with the urbanized portion of Maricopa County. All projects designed within the MAG Design Assistance Program are using federal funds and therefore are required to be constructed.

Because staff time and data is required from local jurisdictions who receive funding, a letter of support from the town or city manager, or signatory designee, is required. In addition, if the applicant is not the owner(s) of the project area, a letter of support and cooperation from the property owner(s) is required. This letter shall state that the property owner(s) agree to participate in the development of plans, designs, and specifications and to permit improvements that may be identified as a result of this program.

Project Evaluation and Selection

Once an application is submitted to MAG, the Bicycle and Pedestrian Committee evaluate, rank and recommend applications for funding. The recommended projects are then considered by the Transportation Review Committee, the Management Committee and the Executive Committee. The Bicycle and Pedestrian Committee are comprised of appointed staff from member jurisdictions and representatives from the development and planning community. The Transportation Review Committee consists of senior transportation staff from member jurisdictions, the Management Committee generally consists of city and town managers, while the Executive Committee consists of mayors from the cities and towns in the Region who are also members of the Regional Council, the chief policy making body of MAG.

When the MAG Bicycle and Pedestrian Committee meet to evaluate and recommend applications for funding, applicants are expected to provide a brief (three minute) overview.

Preference is given to projects that demonstrate impact and result in “best practice” solutions that can be replicated in other areas of the region. Since federal transportation funding is used for the Program, projects must have a reasonable likelihood of being constructed and be must accessible to the public.

Evaluation Criteria

Project Name (include city): _____

Member name (include city) : _____

FACTOR	DESCRIPTION	POINTS	SCORE
Need: 30%	This project benefits the community	0-18	
	This project benefits low income (< \$26K/yr)	0 - 3	
	This project benefits minorities	0 - 3	
	This project benefits elderly (> 60 yrs. old)	0 - 3	
	This project benefits physically challenged	0 - 3	
Replication: 15%	This project provides a solution to a common problem throughout the region; refers to MAG <i>Pedestrian Policies and Design Guidelines</i> and/or <i>AASHTO Guide for the Development of Bicycle Facilities</i> .	0 - 10	
	This project provides a public amenity on public property for use by the general public.	0 - 5	
Linkages: 10%	This project completes or adds a critical link to the overall multi-modal transportation system.	0 - 10	
Existing Plans: 5%	This project helps to achieve existing plans and has been included in adopted regional or local plans.	0 - 5	
Support & Resources: 20%	Community partners provide support to the development and promotion of this project.	0 - 10	
	Jurisdiction has the staff and data resources available to complete the project design.	0 - 10	
Cost & Funding: 20%	This project's costs are deemed reasonable.	0 - 5	
	Construction funds are identified or secured.	0 - 10	
	Funds and staff are available for maintenance	0 - 5	
TOTAL SCORE			

Developing a Cost Estimate for the Design Project

Developing a cost estimate for the project is an important consideration since no additional funding will be provided to the project by MAG once it has been approved by the MAG Executive Committee. If desired, project applicants may provide additional funding to design projects by entering into separate contract agreements with on-call consultants. For additional information, please contact the MAG office. In developing a cost estimate, keep in mind the overall goal of the project. Consider the following elements:

- ❑ What types of professionals are needed for the project – landscape architects, traffic engineers, and/or experts in safety? Note that hourly rates vary depending on the type of professional needed.
- ❑ What type of data will need to be collected about the study area? Does the city already have site plans, utility plans, base maps, and aerial photos of the area? Has an ALTA survey been done of the area? Note that the consultant relies heavily on existing data provided by the City, and the preparation of construction drawings typically requires the detail of an ALTA survey.
- ❑ What is the need for public meetings with the project? Has extensive outreach already occurred? Is there a special stakeholder group that needs to be involved in the design? Note that increased public outreach has an increased cost.
- ❑ What level of planning has already occurred in the project area? Is there already a pedestrian or bicycle plan? Has the community already determined what type of improvements are needed, and they simply need to be designed? Different projects are at different phases, and those at later phases of planning typically require less funding for design, since the project has been more clearly defined.
- ❑ How many alternatives or phases are needed for the project concept?
- ❑ What is the estimated construction budget for the project? As a “rule of thumb,” design typically costs 12 to 20 percent of the construction budget.

Responsibilities of the Project Sponsor

Once a project is selected for funding, project sponsors will need to designate a “local jurisdiction contact” for the project. The local contact interacts with MAG staff and the consultant to manage and implement the project. The local contact is responsible for providing necessary information to the consultant as specified in the contractual scope of work, and informing MAG staff of the status of the project, along with any work scope, budget or other contract administrative issues that might arise.

The Process After Selection

Successful applicants begin by selecting a consultant to develop the designs, plans and specifications from an on-call list of consultants identified by the MAG Executive Committee. The applicants may base their selection on the consultant response to a Request for Qualifications used to develop the list, and, if mutually agreeable to the applicant and consultant, informal discussions about the nature and scope of the particular project. Copies of Request for Qualifications are available from MAG staff.

Applicants work directly with the consultant in the development of the area for design. The contract for consulting services is between MAG and the consultant selected by the applicant. MAG monitors the work of the consultant to the extent necessary to manage the consultant contract. Any contract management or billing issues will be handled by MAG. The completed designs will become the property of both the applicant and MAG.

When selecting a consultant from the list, applicants should keep in mind the expertise needed for their project. For example, does the project involve landscape architecture and walkway design? Is a civil engineer needed for a traffic study? Is lighting an element of the project? All of these factors, and the unique aspects of each projects, help determine which type of professional is most appropriate for any specific project.

On-Call Consultant List

In order to streamline the consultant selection process, MAG has pre-selected an on-call list of qualified consultants to participate in the Design Assistance Program. Upon action of the Executive Committee to approve projects receiving design assistance, applicants will identify a consultant from this list. Consultant proposals have been submitted to MAG, and are available for review by calling Maureen DeCindis.

Pre-Contract Meeting

After selecting a consultant from the on-call list, the applicant should inform MAG staff of their decision. The next step is to schedule a **pre-contract** scoping meeting to be attended by MAG staff, the consultant, and all city staff who will have a role in the project. The purpose of the meeting is to:

- Walk the site and identify goals and expectations for the project.
- Clarify roles and responsibilities of MAG, the consultant, and the jurisdiction and generate support for the project among all city/town departments.
- Identify meetings (citizens groups, stakeholders, council meetings, etc.) that will be needed during the course of the project.
- Identify types of data needed to be provided by the city (topographic survey for base information, aerials, easement information, utility survey, ALTA survey, stakeholder information, public participation efforts, zoning and codes, staff

- contracts, budget limits and project phasing, identify decision-makers). Determine the overall schedule and scope for the project, including both the design funded through the MAG Design Assistance Program and future construction phases.
- Budget for both design (funded either entirely or partially by the MAG Design Assistance Program) and construction (funded by federal, state or local funds).

Contact for More Information

If you have any questions about the MAG Design Assistance Program, please contact MAG staff:

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